

Can I place a banner on a vehicle at my commercial property?

Banners installed on vehicles cannot be verified to be installed safely. They are not permitted.

Can I place temporary signs in the windows of my business?

Temporary signs in windows are permitted in most zoning districts. They cannot block more than 1/3 of a window. All permanent window signs count against the wall sign allotment per building.

How do I report signs that appear to not meet the regulations?

Please report all possible violations to the Norfolk Impact Call Center at 664-6510.

How do I get approval for a permanent sign?

A checklist calling out all required documentation to apply for a permanent sign can be found at www.norfolk.gov/planning or directly at <http://norfolk.gov/DocumentCenter/View/1512>.



Additional Information

Questions regarding Temporary Signs? Suggestions for improvement? Please contact the following:

- Department of City Planning (zoning information): 757-664-4752 or email at: planning@norfolk.gov.
- Norfolk Cares Assistance: 757-664-6610.
- Development Services Center (Permits): 757-664-6565.



Department of City Planning

810 Union Street
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Last Updated: 2/5/2015

TEMPORARY SIGNS



Department of City Planning



NORFOLK

TEMPORARY SIGNS

What is a temporary sign?

A temporary sign is “a sign that is constructed of cloth, canvas, vinyl, paper, plywood, fabric, or other lightweight material designed to be displayed and removed.” This generally includes banners and other signs designed to be used for short periods of time.

What types of temporary signs are not permitted?

- Feather or similar style signs
- Signs that move or give the appearance of moving including pennants and streamers.
- Portable signs unless it is an “A” frame style sign that is permitted in certain city corridors by the *Zoning Ordinance*.
- Off-premise signs or signs placed on the public right of way.

Where can my temporary sign be displayed?

- Temporary signs may be displayed on the property or on the building. All signs must be installed in a manner that is determined to be safe by the inspector.
- Banners are required to be within 10 feet of an entrance to the building in C-1 and C-2 zoning districts.
- Temporary signs cannot be placed on roofs of buildings or off the property.

How long can a banner be displayed?

The display period depends on the zoning of the property. Typically, a commercial banner can be displayed six (6) times per calendar year for a maximum of 20 days each time, subject to the issuance of a Zoning Certificate. The display time will be verified during the Zoning Certificate approval process.

What documentation do I need to apply for the Zoning Certificate?

- If the sign is to be assembled, construction drawings showing how the sign is assembled and installed.
- For banners, a drawing or photo of the sign and how it will be installed.
- A flame retardant certificate, from the banner manufacturer, showing the banner meets fire code requirements.
- A drawing or photo of the location on the building or where on the lot the sign will be installed.
- A completed Zoning Certificate Application which can be found at www.norfolk.gov/planning

How much does the Zoning Certificate cost?

- The Zoning Certificate will cost **\$30.00**.
- An inspection will be required once the Zoning Certificate is issued and the temporary sign is installed.
- Applicants will be provided with an approval sticker to apply to the banner showing the banner has been approved

How do I obtain a Zoning Certificate for my temporary sign?

- Apply in person at the Development Services Center (Permit Office) located on the 4th floor of City Hall at 810 Union Street.
- Apply via email attaching the required documents and applications at planning@norfolk.gov

